

INSTRUCTIONS FOR:
CashLink Agency Access Site Application

Agency Access Site Manager:

Below are definitions of what constitutes a **Site, Site Manager, Authorized Signer, User/Individual, and Re-certification of Existing Site Locations**. Please read the following to make sure you understand the terms and responsibilities.

Each **Site** defined as a group of Agency Access users, not necessarily located in the same physical area, who are all part of a lower-level, discrete, identifiable organizational unit of an agency. Identified by agency organizational unit name → site name. Each site will be maintained by a Site Manager.

Site Manager is defined as a person (someone who is an office manager or supervisor at your government location) who is responsible for ensuring that Agency Access users at a given site follow system procedures, and who is the administrative contact for that group of users. Identified by site manager and site name. The site manager will be responsible for adding all users, deleting users, changing addresses of site and users, and updating all other pertinent information. The site manager will receive all correspondence from CashLink and he/she will distribute all important CashLink information to all users setup for CashLink (i.e. distribute new users packet for the New Agency Access System, including ID's & passwords that are supplied from CashLink Operations to the Site Manager for distribution). The old system allowed for the user to initiate all correspondence with the CashLink system. In the new system all correspondence will come through the Site Manager. This new change will allow CashLink to better manage site locations, site managers, users, security access and accuracy of information at each site location.

Authorized Signer is a manager or supervisor authorized by a site manager to act on his/her behalf when the site manager is unavailable to sign authorizing new users and/or authorize him/herself access to Agency Access System.

User/individual is defined as a person (government worker) who is authorized by a site manager to use the CashLink Agency Access system in order to view or download information. Identified by user ID assigned by CashLink Operations.

If you meet the definition of a site manager, and would like to setup your agency site location as a new site (New meaning for the New Agency Access System, i.e., having not already filled out this form in the past), please fill out the following **CashLink Agency Access Site Application**. Any changes or updates can also be made to this form and should be updated when necessary.

After filling out the **Site Application** please forward application, including the **CashLink Agency Access Authorization Form** (filled out by site manager) and the **CashLink Agency Access User Application Form** (filled out by the user) to:

**CashLink Agency Access Security Administrator
Riggs Technology Center
5700 RiverTech Court - RN - 210
Riverdale, Maryland 20737-1250**

It is important that this form be returned back to CashLink as soon as possible. No one from your agency site location can be activated until all forms are received for your site location. If you have any questions please feel free to call the CashLink Agency Access Security Administrator at 1-(800)-346-LINK or 1-(800)-346-5465, or (301)-887-6600 for International and Washington, D.C. metropolitan area callers.

CashLink - Agency Access - Site Application

[Please type application (1 site application per site manager)]

***PRIORITY:** Please check one: ☐ New Site ☐ Updating Site Information ☐ Delete Site

☐ Change Site Manager _____ ☐ Change Authorized Signer _____
(Former Site Manager's Name)

Full Agency Name* :

*List full agency name by U.S. Government Department name + Division or Service name + Branch or Subdivision name.
(Example* : U.S. Department of the Treasury + Financial Management Service + Banking Operations Branch)

Site Manager's Mailing Address Line 1

Site Manager's Mailing Address Line 2

Site Manager's Mailing Address Line 3

City _____ / _____ / _____
State Zip

I hereby authorize this Agency Site to be opened and hereby will certify all users of CashLink Agency Access. I take full responsibility for my site and all maintenance (i.e. adding all users, deleting users, changing addresses of site and users and updating all other pertinent information). By signing below I acknowledge that the information above is correct and accurate, and that the use of the CashLink Agency Access system is allowed to only U.S. Federal Government Agencies governed by the U.S. Department of the Treasury. Failure to comply will result in Federal/ State, criminal and civil prosecution.

Authorized Site Manager:

Authorized Site Managers Signature:

(Print Name of Site Manager & Title)

(Sign and Date)

Phone Number: _____
(Commercial # with area code)

(e-mail Address)

*** Please designate an Authorized Signer if you (the site manager) are not available to sign authorizing new users and/or authorizing yourself access to the New CashLink System. The Authorized Signer must be a manager or supervisor!**

(Print Name of Authorized Signer)

(Authorized Signer's Signature and Date)

(Phone Number of Authorized Signer)

FOR INTERNAL SECURITY USE ONLY BY RIGGS/FMS

Date Received _____

Date Setup _____

Date Mailed _____

Setup By _____

Misc _____

New Site ID _____

Assigned Site Name _____